

Download eBooks at Burnham Library

Nook/Sony/Kobo/other e-readers

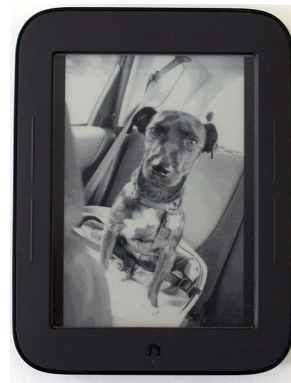
(802) 264-5660 - jmuse@colchestervt.gov

What Do You Need?

- Library Card from Burnham Library
- E-reader
- Computer
- Adobe Digital Editions
- USB cable

Steps of the Process

1. Go to Listen Up Vermont, find a book, and checkout
2. Download the book into Adobe Digital Editions
3. Connect your device, and transfer using the USB cable



Step 1 - Install Adobe Digital Editions (first-time only)

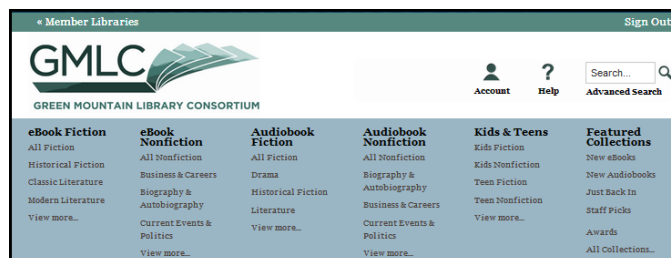
- A. Install - First, you'll need to download and install the Adobe Digital Editions software onto your computer, which is available for free (<http://www.adobe.com/products/digitaleditions/>). Click *Install*, and then *Install* again. Here are the requirements:

Windows - Windows XP (with Service Pack 3) and Internet Explorer 8 (or newer)
Mac - Mac OS 10.6 (or newer)

- B. Adobe ID – Next, go to <https://www.adobe.com/account/sign-in.adobedotcom.html> and click *Don't have an Adobe ID*. Write down the e-mail address and password that you use.
- C. Activate – Open *Adobe Digital Editions*, and it will ask you to activate. Choose *Authorize your Computer*, enter your Adobe ID and password, and click *Activate*.

Step 1 - Listen Up Vermont

- A. Login - On your computer, go to <http://listenupvermont.org/> and click *Sign In* in the upper right hand corner. On the next page, start typing our name in the box - click Burnham Memorial Library when it appears. You can also check *Remember my login information on this device*, if you are using your own computer. Next, click *Burnham Memorial Library users, please click here to sign into this system*. At the next page, enter the entire code from the back of your library card (codes are 14 characters long and start with PVSN or 2VSN). If you can't locate your card, give us a call (264-5660).

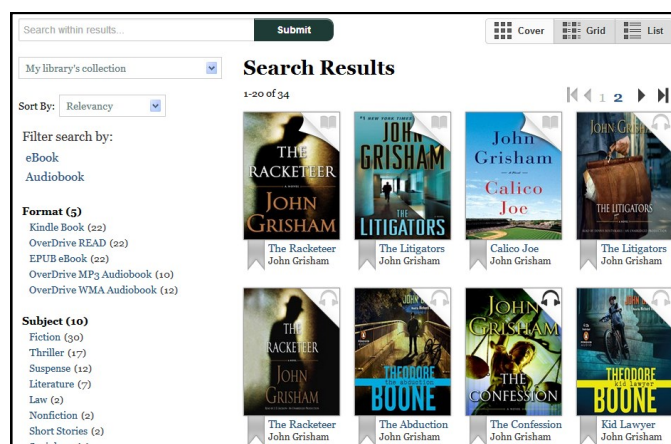


B. When you first login, you'll see your *Bookshelf*, which lists titles that you are currently borrowing. From the links on the right, you can also access your *Holds*, and any *Lists* you might have (including your *Wish List*). From *Settings*, you can change your default lending period for eBooks and Audiobooks.

C. Searching - To search, enter terms in the search box in the upper right hand corner. Terms can include title, author, or topic. Pressing enter will bring you to the results page.

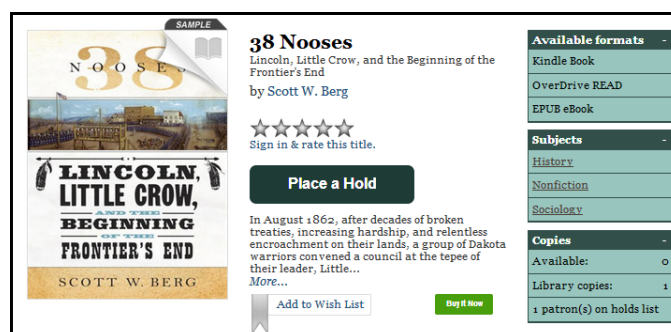
D. Browsing - To browse for a book click *Menu* near the top of the page, which categories that you can browse within; click a category to go to the results page. You can choose different categories by picking *All Fiction* or *All Non-Fiction*, and then picking a subject on the *Results Page*.

E. Refine your Results - Whether you have searched or browsed, the results page gives you options to limit your results. On the left side, you can *Search within results* to further refine your search. You can also sort your results by author, release date, and more. Below that, you can choose *My library's collection*, or limit yourself to *Only titles with copies available* if you'd like something right away. Further down, you can filter by eBook or Audiobook, format, subject, publisher, and more.



F. Working with Results - In addition to showing you an image of the book cover, the thumbnail gives you additional information about the item. The icon in the upper right hand corner of each shows whether it is an eBook (book icon) or Audiobook (headphones); a black icon shows that it is available, while a gray one shows that the title is out, and will need to be placed on hold. Clicking the gray ribbon to the left of the title places the book on your wish list; a red ribbon shows that it is already on your wish list. To see more details, checkout a title, or place it on hold, click the book cover. The grid and list buttons in the upper right hand corner show fewer results but with more information.

G. Items - To see more details or download a book, click on its cover. In addition to a short synopsis, you can see the available copies, the total copies, and the number of patrons on the hold list. If the available copies are zero, you'll need to place a hold.



H. Placing a Hold - You can add yourself to the hold list by pushing the *Place Hold* button. Enter your e-mail address twice, and then click *Place Hold*. Use an address that you check fairly often, as this will be your only notice that a book is ready. Once notified, you'll have three days to checkout the book. At that point, login to Listen Up Vermont, click *Account*, and choose *Holds*. Follow the *Borrow* instructions below.

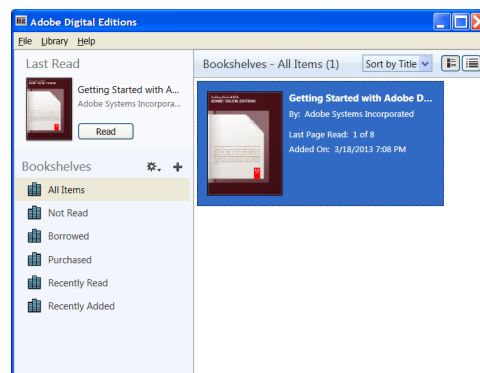
I. Borrow - If you see a *Borrow* button, a copy of the book is available. Clicking it leads to your bookshelf, which shows new titles as well as titles that you have already taken out. By clicking

Download, you can select your format and then click *Confirm & Download*. You can choose any of the EPUB or PDF formats - the EPUB format is generally preferable.

- J. Wish List – If you find a title that you would like to remember for later, you can click *Add to Wish List* on the item page (note - this does not add you to the waiting list). You can reach your list by clicking *Account*, and clicking *Lists*, and choosing *Wish List* from the pull down.
- K. Suggest Purchase—If you can't find what you're looking for during a search, you can click the link at the bottom of the page that says "Don't see the digital titles you were hoping to find?" This will show whether the items are available from the vendor at all; if they are, you can click *Recommend*, and your suggestion will be sent to the Listen Up Vermont administrators.
- L. Settings - Clicking on *Account* gives you access to your bookshelf (which lists titles that you are currently borrowing), your *Holds*, and any *Lists* you might have (including your *Wish List*). From *Settings*, you can change your default lending period for eBooks and Audiobooks.

Step 3 - Adobe Digital Editions

- A. Modes - In the *All Items* bookshelf, you'll see all of the titles that you currently have. To read a book on the computer, double click the icon on the right side. You can page forward and back from the arrows at the bottom of the screen. To return to your list of books, click *Library* in the upper left hand corner.
- B. Returning a Book – You can return an item to Listen up Vermont before the lending period is over. From the library view, right-click the item, and choose *Return Borrowed Item*.



Step 4 - Transfer to your Device

- A. Connect your device to the computer with a USB Cable. The smaller end connects to the device, and the larger end to the computer.
- B. Adobe Digital Editions should recognize your device. The first time only, a box labeled *Device Setup Assistant* should appear. Click *Authorize Device*.
- C. You will see a listing for your device on the left side of Adobe Digital Editions. Click on *All Items*, and then drag the title you want onto the listing for your device.
- D. Safely eject your device from the computer. On Windows, you'll see a small green arrow in the lower right-hand corner. Click it, and then choose *Safely Remove the Kindle*. Remove the USB cord.
- E. Finding your book - Unfortunately, your downloaded title may be saved in a different location than the rest of your books; it varies by model. On the Nook, click *Library*, then *My Stuff*, then *My Files*, then *Digital Editions* – then open your title. On the Kobo, your title should appear in your *Books I'm Reading* list, with a *New* tag. Other devices may vary.

Things to Keep in Mind About Listen Up Vermont

- A. Access to Listen Up Vermont is determined by your home library, and not all libraries participate. If Burnham is not your home library, please check to see if yours is on the list.
- B. Listen Up Vermont's catalog of available e-books is not comprehensive, though it is always expanding – many titles (and entire catalogs from certain publishers) are not currently available as lendable ebooks. If you have one specific title in mind, you may not find it.
- C. Like a physical book, each copy is limited to one borrower at a time – so titles (especially popular ones) may have a number of people waiting. Hold lists can be a crucial part of the process.
- D. Lending periods are not flexible. When your two-week period is done, the title is deleted off your machine, with no grace period. On the positive side, this means that books move from patron to patron without delay.
- E. You may have up to three titles out at one time, and can be on the waiting list for up to five items.